

# CENTER ROUTING SLIP

FROM		Approved For Release 2004/02/11 : CIA-RDP78B05703A000200070050-2		DATE
OTR				25 June
TO	INITIALS	DATE	REMARKS	
DIRECTOR			<p><b>F.Y.I.</b></p> <p>3 to 1</p> <p>Do DIA's at NPIG get in on this? If so how?</p> <p><u>TAC.</u></p> <p><b>ANSWERS</b></p>	
DEP/DIRECTOR	3	6/25		
EXEC/DIRECTOR	2	6/25		
SPECIAL ASST	1	TAC 6/25		
ASST TO DIR				
HISTORIAN				
CH/PPBS				
DEP CH/PPBS				
EO/PPBS				
CH/IEG				
DEP CH/IEG				
EO/IEG				
CH/PSG				
DEP CH/PSG				
EO/PSG				
CH/TSSG				
DEP CH/TSSG				
EO/TSSG				
CH/SSD/TSSG				
PERSONNEL				
LOGISTICS				
TRAINING				
RECORDS MGT				
SECURITY				
FINANCE				
DIR/IAS/DDI				
CH/DIAXX-4				
CH/DIAAP-9				
CH/SPAD				

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Declass Review by NGA.

<b>TRANSMITTAL SLIP</b>		DATE 24 June 1970
TO: O/DIR		
ROOM NO. 6N 212		
REMARKS:  FYI		
FROM: Training Branch		
ROOM NO. 6N 217		EXTENSION
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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OFFICE OF TRAINING  
SCHEDULE OF COURSES

July - December 1970

January - June 1971 (Tentative)

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PREFACE

Beginning with this issue of the Schedule of Courses, the Office of Training will publish confirmed dates for the next six months and tentative dates for the following six months. Undoubtedly, there will be changes in the second period, but they will be minor. Confirmed dates for the second six months will be issued before January 1971. We hope that publication of dates a year in advance will be of assistance to Training Officers for planning purposes. All requests for training should be forwarded through the Group or Staff Chief to the NPIC Training Branch, Room 6N-217.

OFFICE OF TRAINING  
SCHEDULES OF COURSES

	<u>1970</u>	<u>1971</u>
Administrative Procedures 3 1/2 or 5 days - full time	31 Aug- 4 Sep 21-25 Sep 19-23 Oct 16-20 Nov 7-11 Dec	11-15 Jan 8-12 Feb 15-19 Mar 12-16 Apr 10-14 May 14-18 Jun
ADP Orientation (OCS) 3 days - full time	7- 9 Jul 15-17 Sep 13-15 Oct	26-28 Jan 16-18 Mar 1- 3 Jun
Advanced Intelligence Seminar 2 weeks - full time	12-23 Oct	8-19 Mar 10-21 May
Advanced Management (Planning) 1 week - full time	11-16 Oct 15-20 Nov	10-15 Jan 21-26 Feb 11-16 Apr 20-25 Jun
Basic Country Survey: USSR 2 weeks - full time	7-18 Dec	26 Apr- 7 May
Budget Process (O/PPB) 1 week - part time	16-20 Nov	to be announced
China Familiarization 1 week - full time	14-18 Sep 9-13 Nov	15-19 Feb 19-23 Apr 7-11 Jun
Clerical Refresher 4 weeks - part time	5-31 Jul 10 Aug- 4 Sep 14 Sep- 9 Oct 19 Oct-13 Nov 23 Nov-18 Dec	11 Jan- 5 Feb 16 Feb-12 Mar 22 Mar-16 Apr 26 Apr-21 May 1-25 Jun
Conference Participations (Given on request)		

	<u>1970</u>	<u>1971</u>
Effective Listening - 1 day (Given on request)		
Geography of Communist China 5 weeks - part time (MWF)	12-30 Oct	14 Jun-10 Jul
Geography of USSR (Given on request)		
Information Reporting, Reports, and Requirements 5 weeks - full time	6-24 Jul 8-25 Sep 2-20 Nov	8-26 Mar 10-28 May
Information Reports Familiarization 1 week - full time	24-28 Aug 5- 9 Oct 19-23 Oct 14-18 Dec	18-22 Jan 8-12 Feb 5- 9 Apr
Intelligence and World Affairs (CTs) 5 weeks - full time	13 Jul-14 Aug	11 Jan-12 Feb
Intelligence Briefing 4 weeks - part time (H,W)	14 Sep- 7 Oct 9 Nov- 2 Dec	11 Jan- 3 Feb 29 Mar-21 Apr (NPIC) 17 May- 9 Jun
Intelligence Production (CTs) 8 weeks - full time	12 Oct- 4 Dec	12 Apr- 3 Jun
Intelligence Research Techniques (Given on request)		
Intelligence Techniques (CTs) 3 weeks - full time	17 Aug- 4 Sep	15 Feb- 5 Mar
Introduction to Communism 2 weeks - full time	24 Aug- 4 Sep 5-16 Oct 9-20 Nov	1-12 Mar 5-16 Apr 10-21 May 14-25 Jun
Introduction to Intelligence 2 weeks - full time	10-21 Aug 21 Sep- 2 Oct 26 Oct- 6 Nov	15-26 Feb 22 Mar- 2 Apr 26 Apr- 7 May 1-11 Jun

	<u>1970</u>	<u>1971</u>
Introduction to Map Reading & Imagery Analysis 8 days - full time - over a three week period	14-30 Sep	15-31 Mar
JCS-DIA Orientation 2 days - full time	1- 2 Dec	25-26 May

LANGUAGE COURSES (3 students minimum)

1. Full-time Courses -- Reading and Speaking

a. For beginning students - 28 weeks

French -- 13 July 70, 14 September 70, 2 November 70,  
4 January 71, 1 March 71, 3 May 71

Spanish -- 13 July 70, 14 September 70, 2 November 70,  
4 January 71, 1 March 71, 3 May 71

German -- 13 July 70, 14 September 70, 2 November 70,  
4 January 71, 1 March 71, 3 May 71

b. For beginning students - 11 months

Chinese -- 13 July 70, 4 January 71

Japanese -- 14 September 70, 1 March 71

c. Other languages\* -- 14 September 70, 4 January 71, 3 May 71

Romanian	Persian
Portuguese	Russian
Italian	Arabic
Thai	Serbo-Croatian
Vietnamese	Polish
Indonesian	Czech

\*Full-time Swedish, Greek, Lao and Turkish are scheduled on a negotiated basis with the responsible Agency components.

2. Part-time Courses -- Reading and Speaking

a. For beginning students - 20 weeks, M-W-F, a.m. or p.m.  
Tu-Th, a.m. or p.m.

French -- 14 September 70, 4 January 71, 3 May 71

Spanish -- 14 September 70, 4 January 71, 3 May 71

German -- 14 September 70, 4 January 71, 3 May 71

1970

1971

b. Other languages\*\* -- 14 September 70, 4 January 71, 3 May 71

\*\*Part-time training may be offered at other times depending on the availability of instructors.

3. Before-and-After Hours Language Training Program (10 students minimum)

a. Eighteen weeks, M-W-Th, 0730-0930 or 1600-1800, offered in French, Spanish, Italian, German and Russian. Beginning and advanced classes.

First Semester - 14 September 70 - 28 January 71

Second Semester - 8 February 71 - 10 June 71

Management

1 week - full time

26-30 Oct  
7-11 Dec

1- 5 Feb  
29 Mar- 2 Apr  
7-11 Jun

Managerial Grid

1 week - full time

18-23 Oct  
29 Nov- 4 Dec

21-26 Mar  
23-28 May

Midcareer Executive Development

6 weeks - full time

30 Aug- 9 Oct  
1 Nov-11 Dec

17 Jan-26 Feb  
4 Apr-14 May  
13 Jun-23 Jul

Project USEFUL

1 week - full time

21-25 Sep

Reading Improvement (Contract with Non-Agency facility)

To be announced

Senior Management Seminar (Planning)

1 week - full time

4- 9 Oct

2- 7 May

Special Orientation for Agency Representatives Attending Senior Officer Schools

3 days - full time

28-30 Jun

Supervision

1 week - full time

5- 9 Oct  
14-18 Dec

1- 5 Mar  
10-14 May  
28 Jun- 2 Jul

Support Services (CTs)

6 weeks - full time

12 Oct-20 Nov

12 Apr-21 May

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	<u>1970</u>	<u>1971</u>
Support Services Review: Trends & Highlights		
1 week - full time	14-18 Sep	8-12 Mar
	26-30 Oct	26-30 Apr
	7-11 Dec	7-11 Jun
 *Writing Workshop (Basic)		
4 weeks - part time - T, Th	15 Sep- 8 Oct	5-28 Jan
		16 Mar- 8 Apr
		29 Jun-22 Jul
 *Writing Workshop (Intermediate)		
4 weeks - part time - M,W	14 Sep- 7 Oct	15 Mar- 7 Apr
		28 Jun-21 Jul
 Writing Workshop (Special)	Jul (WTC)	
	Nov (NPIC)	
 *Others may be scheduled on request		

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